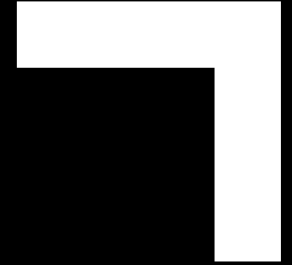


Your Next Mission

Military Transition Guide



A New Career Awaits



As one of the largest global, aerospace, defense and security companies in the world, Northrop Grumman is proud to employ our nation's protectors as you make the transition to civilian life.

Your training and experiences have prepared you for anything. Whether your expertise is in defense, global climate, public safety, cyber or any other aspect of what we do, we hope you'll join us as we continue to develop mission critical programs for our customers worldwide.

We understand that, as a veteran, there are a number of skills that you can bring to an organization, but it may be difficult to translate those specific skills into civilian jargon for job searches and resumes. Leadership, communication, teamwork, resource planning and competitive strategy are examples of qualities most veterans acquire while on active duty. These valuable skills are transferable to a variety of civilian careers as you transition out of the military.

Enclosed are tips to help you prepare to network and meet with our hiring managers and recruiters.

Personal Considerations



1 Discuss with your family what geographical location you want to move or remain in.

This is important, because some companies do not pay for relocation and the military will provide one free move for you. If you have family members you live with that are in school, in service as well, or at a stable point in their career, you will need to consider these factors for quality of life purposes.

2 Start to truly consider what you would like to spend the next phase of your career doing.

This is vital, because it is at this point where you should start creating your professional online presence and looking at openings.

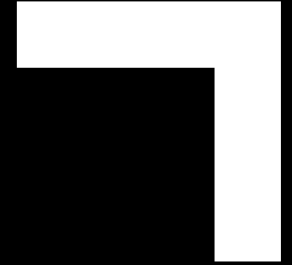
3 Reach out to your medical office and inquire about medical disability.

There are a number of programs and associations dedicated to assisting wounded veterans obtain accommodations and additional skills.

4 When you should apply.

It is always a good idea to review the Northrop Grumman careers site and identify what you may want to do and where. For regular applications, consider applying six months prior to exiting the service. If you are interested in utilizing the Department of Defense (DoD) SkillBridge program, you should apply one year prior to exiting the service.

Pre-Interview Preparation



1 Education matters.

When searching the career sites, take an assessment of the openings you are interested in and see if they have required certifications or education requirements that you do not currently have. Once you have identified those missing certifications, pursue and earn them.

2 Reach out to your local Transition Readiness Office.

Though they will not have all of the answers, they do often know of companies that are hiring. They may be able to connect you with vocational rehabilitation assistance programs to help you get additional training that will be useful when you exit.

3 Have one professional outfit.

While the job you apply for may not require a suit to be worn each day, it helps assure potential employers of your professionalism and helps you make a great first impression.

Resume Preparation



Your resume is also going to be reviewed by non-military technical, business, or logistics professionals. As such, when you describe your work experience, go into detail about the following:

- What tools you used
- How many people you supervised
- How much money you saved or generated
- If you have led any teams (including the ranks of those led, general objective, success)

In your objective, you should identify yourself as a veteran:

- Avoid indicating the name of a company in your objective since it may be incorrect when you submit it to us.

- Avoid indicating one specific job in the objective; we hope to use your skills on multiple projects.
- This is the resume that is linked to your entire profile, and as a huge organization with a strong veteran preference, those who have served in an Officer's or NCO's capacity, as well as leadership roles within the technology arena, are seen as top-priority candidates.
- If you are an active student or recent graduate, please indicate your current or most recent cumulative GPA.

Resume Preparation



There are fundamental components that should be included in every resume:

- Specific dates of employment and job transition
- Correct job titles
- Summary of qualifications
- Clearance information
- Statements describing your most recent job and prior jobs (include as many as appropriate)
- Specific results and benefits that support your activities and accomplishments
- Text should be at a minimum 11 point font
- Resume should reflect your years of service, education, awards and personal interest
- Use bullet points vs. paragraph formats
- If you are willing to relocate, indicate so near the bottom of the page.
- The average recruiter or manager will, on average, take no more than 20 seconds to read a resume. As such, put all of your unique information near the top.

Resume Preparation



Create a “Skills Summary” or “Qualifications and Highlights” section.

In this section, promote your qualifications and unique talents. Focus on how you can add value to the organization. Use bullet points, indicate quantitative and qualitative data: Don't say “Automation” or “Operations.” Rather, describe your complete experience.

Example:

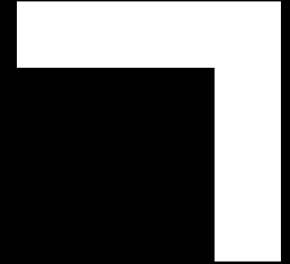
“In total, have tracked, maintained, repaired and been accountable for 5.8 million dollars worth of government aviation property” or “Have guided, trained and assisted over 300 U.S. Naval Officers in the execution of various aircraft maintenance duties and flight schedules.”

If you can find the civilian equivalent to your job, make sure you put that beside each job title.

Examples:

- Tool Shop Supervisor (Logistics Branch Manager)
- VAW-123, Aviation Maintenance and Production Chief (Tool Shop Supervisor and Logistics Branch Manager)

Resume Preparation



If you have had multiple duty stations performing similar duties, consider a functional resume that breaks down your groups of working experience by specialty vs. location.

Example:

Aviation Mechanical

Highlights and Experience:

- Did **this** while supervising **this** many people
- Did **this**, while using **this** tool to more efficiently do that
- Saved the Navy **this** much money by doing **this**

Example:

Logistics

Highlights and Experience:

- Did **this** while supervising **this** many people
- Did **this**, while using **this** tool to more efficiently do that
- Saved the Army **this** much money by doing **this**

Interview Tips



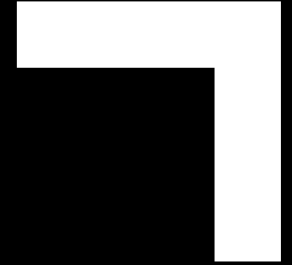
Preparation is key to a successful interview.

- Review the job description
- Create a list of career accomplishments that support your candidacy for the position
- Prepare a list of questions specific to the position, company and employer benefits offered
- During the interview, take time to reflect on your answer, be confident in the valuable skills and experience you have, and remember to relax, smile and breathe.

- After the interview, send a thank you note to the interview team and follow up with the recruiter to get the status of your interview (handwritten notes are especially memorable when received promptly).

Most importantly, never settle. Your experience is unique and valuable; so should be your career.

Good to Know



We know that with tons of real world leadership experience, many exiting officers and senior NCOs want to find the right next career.

We have the tools to assist in this. These tips and suggestions will help you better navigate through the often confusing process. Apply to positions that match your experience. If you apply for positions that are below what you're qualified for, the recruiter may consider you overqualified and be unwilling to accept the pay range associated with a position at that level.

- Jr. Level (0 - 5 years)
- Mid-Level (6 - 13 years)
- Sr. Level (14+ years)
- Project and Program 1 = 14+ years with some industry program management (PM) experience
- PM 2 at least 5 -6 years industry PM experience

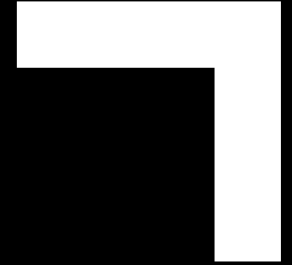
Good to Know



Basic requirements of top veteran candidates:

- Bachelor's degree in technical field; electrical, signals, computer, or software engineering experience (degree can be supplanted by additional four years of working experience); logistics, big data, or system and software architecture, or cyber experience; and current security clearance.
- They do not have to be officers or senior level personnel.
- Project and program management positions typically require deep experience managing complex initiatives.
- We do have many newer opportunities that require either a technical certificate or background instead of a bachelor's degree.

Final Thoughts



Setting out on a new career is a challenge for anyone. We know that as a military veteran, your transition is exceptionally challenging, but what you have to offer is often times unmatched. We're proud to employ many military veterans and look forward to working with even more.

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